

St. Mary's College of Maryland

Payment Options for Students

In order to view bills, make online payments, or enroll in the St. Mary's College of Maryland Payment Plan, you must log in using these steps:

Students:

1. Sign into My Portal: <https://seahawks.smcm.edu/ics>, with username and password.
2. Select the My Student Account tab
3. Select the My bill tab
4. Select the [Make a Payment](#) link

Parents/Authorized Users:

1. Open an internet browser and go to: <https://commerce.cashnet.com/smcmpay>
2. Log in with the username and password established when the student set up the authorized user account

Electronic Check Payment (ACH):

Payment via electronic check is a fast and secure payment option that eliminates the need to write a paper check and mail it to SMCM. There is no fee for using this payment option. To pay via electronic check, log in using the appropriate method listed above and continue with these steps:

1. Under your account, [click here to make a payment](#)
2. Click [total amount due](#)
3. Enter payment amount and click [add to shopping cart](#)
4. Confirm amount and click [checkout](#)
5. Click on enter new electronic check information and then
6. continue checkout
7. Enter bank routing and account number information
8. Confirm information and click [Continue Checkout](#)

Credit Card Payment

SMCM has contracted with CASHNet SmartPay to accept payments made via credit card. If you choose this method of payment, a service charge of 2.75% will be added to the amount paid. CASHNet SmartPay accepts MasterCard, Discover and American Express but does not accept VISA. To pay via credit card, log in using the appropriate method listed above and continue with these steps:

1. Select [Click here to make a payment](#) in the *Your Account* box
2. Enter payment amount and click [Pay Account](#)
3. Confirm amount and click [Pay Account](#)
4. Review service charge agreement, select the agreement checkbox and click [Submit Payment](#)
5. Enter account information and click [Submit Payment](#)
6. Confirm information and click [Submit Payment](#)

SMCM Payment Plan:

SMCM has developed a semester payment plan which automatically divides current term activity over five installments for a fee of \$45.00. Electronic check (ACH), MasterCard, Discover or American Express is the method of payment. Please visit www.smcm.edu/businessoffice/studentaccounts.html for more details on this plan.

To enroll log in and click the link under the *Installment Payment Plans* box and follow these steps:

1. Review plan terms and [Accept](#) Terms & Conditions.
2. Bank routing and account number are required for payment or credit card number.
3. Confirm information and click [Submit Payment](#)
4. Select appropriate AutoPayment choice if you wish to have the payments automatically deducted from your bank account (optional).

Paper Check:

If you prefer to pay via paper check, please, make the check payable to SMCM, include your student ID number on the check and mail to:

St. Mary's College of Maryland
ATTN: Cashier, Glendening Hall
18952 E. Fisher Road
St. Mary's City, MD 20686

Check or cash payments may also be hand delivered to the Cashier's Office at Glendening Hall. If the Cashier's Office is not open, there is a secure payment slot with envelopes available to leave your payment.

Wire Transfer:

Wire transfer payments are initiated at your bank. The information required to make a wire transfer to our account is as follows:

ABA Number:	026009593
Account Name:	SMCM
Account Number:	003938707485
SWIFT Code: (international wires)	BOFA US3N
Student Name:	_____
Student ID:	@_____
Bank Name:	Bank of America
Bank Address:	PO Box 27025 4921 Lakeside Avenue Richmond, VA 23261-7025

Please remember to include the processing fee that will be charged by the bank sending the transfer. This amount is often deducted from the amount being wired to SMCM.

For Financial aid inquiries, contact the Office of Financial Aid at FinAid@smcm.edu or call 240-895-3000.